ORDER TAKER INITIALS _____ DATE: _____ TIME: _____

ORDER NUMBER: _____

CONTACT _____

ORDER ACKNOW: _____

CUST PO# _____

EMAILED OR FAXED: _____

TEL# _____ FAX # _____

BILL TO ACCT. CODE

SHIP TO:

"CS" & "RS" CUSTOMERS: IS TAX EXEMPT FORM ON FILE? YES NO IF NOT, SALES TAX WILL BE CHARGED.

SHIP VIA:	NOTE ANY SPECIAL INSTRUCTIONS OR INFO IN BELOW SECTION.	TERMS: N30	*** CIA OR CREDIT HOLD ORDERS GO IN ACCTG OFC UNTIL PAYMENT OR PAST DUE INFO IS IN HAND. CREDIT CARD ORDERS MUST BE PROCESSED BY ACCTG BEFORE SHIPPING.
TRUCK:	PICK UP	*** COD	
		CREDITCARD:	

U P S:	GROUND
NEXT DAY EARLY AM (8AM)	2ND DAY AM (NOON)
NEXT DAY (10:30AM)	2ND DAY
NEXT DAY SAVER (3PM)	3RD DAY
ACCOUNT #:	

FEDERAL EXPRESS:	GROUND
FIRST OVERNIGHT (8:30AM)	2DAY
PRIORITY OVERNIGHT (10:30AM)	3DAY EXPRESS SAVER
STANDARD OVERNIGHT (3PM)	
ACCOUNT #:	

SPECIAL INSTRUCTIONS:

QTY	U/M	DESCRIPTION	PRICE

REV121205